

## **Planning in AIMS/SAP**

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Planning is the term for Budgeting in SAP. Planning takes on a much different form in SAP than it did in Excel. The purpose of this course is to familiarize you with these changes so you may enter your budget without trepidation. Once you see how the process works and how to review the data, you will see that planning in SAP can enhance your budgeting experience.



### **Background**

Planning in SAP is used for enforcing spending caps within the system and is done for a combination of cost centers and cost elements. There are three areas one must keep in mind while working in the Planning module. These are:

- Fiscal Periods/Years
- Plan Versions
- Planning Profiles



### **Fiscal Periods/Years**

Plans are entered and saved by fiscal period and fiscal year. Periods must have a beginning period and an ending period. If you are only entering one month, then the beginning period is the same as the ending period.

When entering data you must ensure that you have identified the correct period. For example, if you are entering data for the entire FY, you must enter periods 1 through 12. If you are entering data for a specific month, April, then you must specify 7 through 7.

You must also be aware of what Fiscal Year you are entering data for. For purposes of this class, you will all be entering data for FY 2004.

The plans can (and will) be locked by HQ for each fiscal year to prevent plans from being overwritten and/or entered into the wrong year. .



### **Plan Versions**

Plan versions are just what the name implies, different versions, or scenarios, of your budget. You may have multiple versions of the same fiscal year plan but only one will be submitted to NPC for approval. The version that is submitted as the 'actual' budget will be locked in August/September time frame so that it cannot be altered but the remaining versions will be left open for you to amend as you see fit.

For FY-04, HQ will set up a Version 1 for your entire fund by copying over your PY actual data. This is the version where you will actually input and change the data to come up with your FY-04 budget. Once this data has been modified and approved, it will be copied to Version 0 and locked. This will be your final budget for submission and approval. SAP will default automatically to Version 1 and will not respond if it is changed to Version 0. If you wish to start completely from scratch, then begin entering in data in a version other than 1.



## Plan Profiles

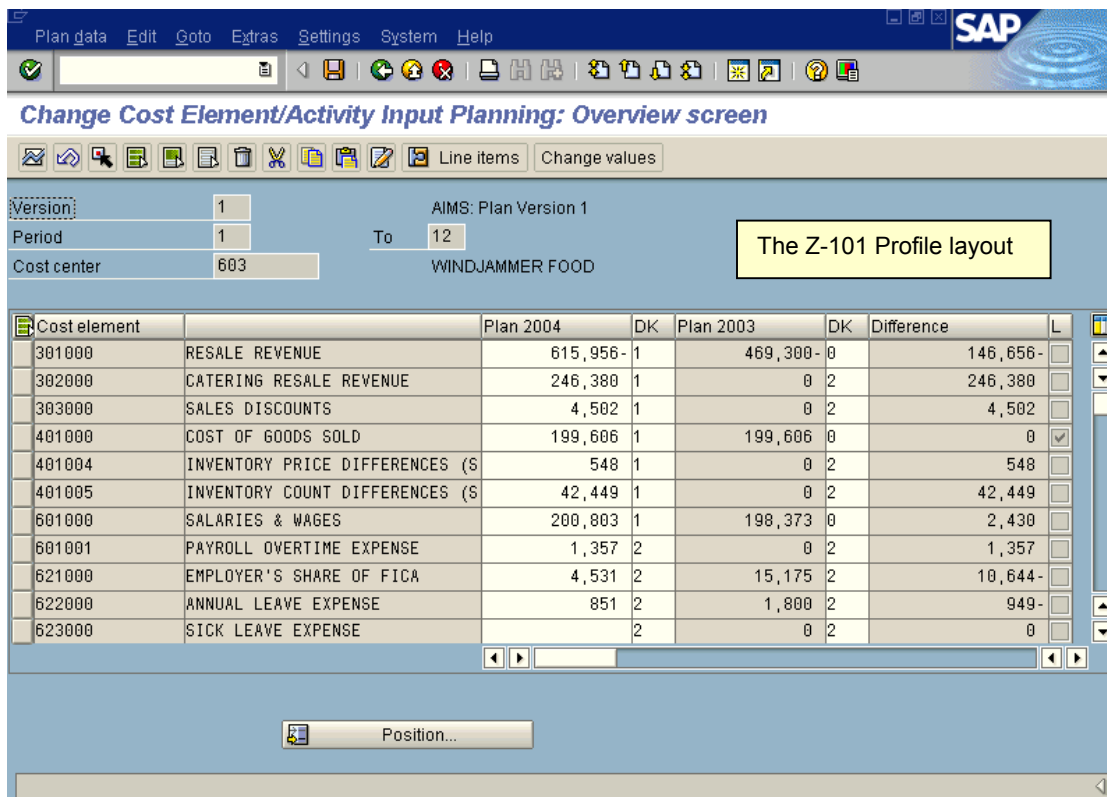
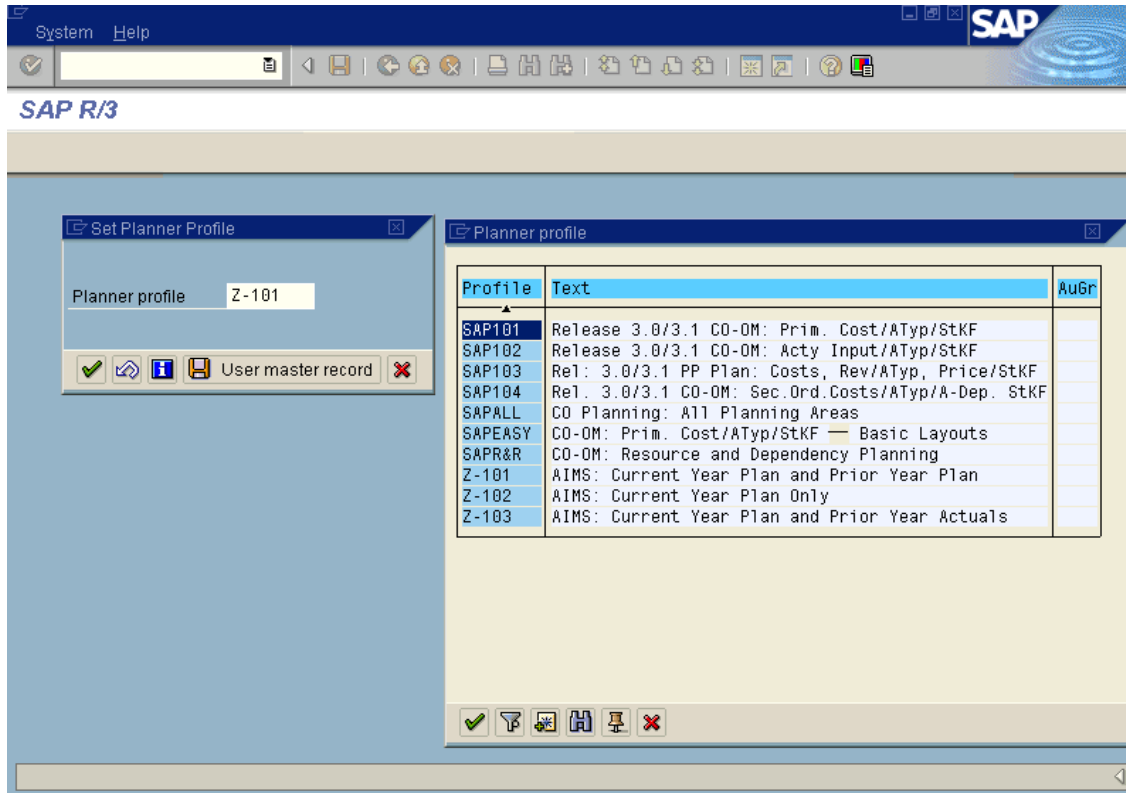
Plan Profiles are the way SAP displays the planning data. We have set up three different profiles for you to choose from. Keep in mind that different profiles can be used by different managers and for different cost centers. It's a personal preference thing. The profiles are:

- Z-101: Displays the specified (upcoming) fiscal year planning data along with the prior year planned data.
- Z-102: Displays only the specified (upcoming) fiscal year.
- Z-103: Displays the specified (upcoming) fiscal year data along with the current year actual data.

The screenshot shows the SAP 'Change Cost Element/Activity Input Planning: Initial screen'. The menu bar includes 'Plan data', 'Edit', 'Goto', 'Extras', 'Settings', 'System', and 'Help'. A red arrow points from the 'Settings' menu to a yellow callout box that says 'Use Settings to change the profile'. Below the menu bar, the title bar reads 'Change Cost Element/Activity Input Planning: Initial screen'. The main area is divided into several sections. The 'Layout' section shows 'Z-101' selected, with a red arrow pointing to it from a yellow callout box that says 'Identifies what profile you are using'. The 'Variables' section contains fields for 'Version' (set to 1), 'From period' (set to 1), 'To period' (set to 12), and 'Fiscal Year' (set to 2004). A red arrow points from these fields to a yellow callout box that says 'Default values appear on the screen'. The 'Cost center' section shows '603' entered, with a red arrow pointing to it from a yellow callout box that says 'Enter the cost center or cost center group for which the plan amounts will be entered on the next screen'. The 'Cost element' section shows 'PROF\_LOSS' entered. The 'Entry' section has radio buttons for 'Free' (selected) and 'Form-based'. The background of the screen is light blue with a SAP logo in the top right corner.

In you decide to change the profile, you must click on Settings and then Set Planner Profile. You will get a box that displays the current profile, click on the drop down menu to see the

other profiles available. Once you have selected one, double click on it and then hit the green check mark.



Plan data Edit Goto Extras Settings System Help

**Change Cost Element/Activity Input Planning: Overview screen**

Version: 1 AIMS: Plan Version 1  
 Period: 1 To: 12  
 Cost center: 603 WINDJAMMER FOOD

The Z-102 Profile layout

Cost element		Plan 2004	DK	L
301000	RESALE REVENUE	615,956	0	
302000	CATERING RESALE REVENUE	5,859,064	0	
303000	SALES DISCOUNTS	4,502	2	
401000	COST OF GOODS SOLD		0	
401004	INVENTORY PRICE DIFFERENCES (\$	548	2	
401005	INVENTORY COUNT DIFFERENCES (\$	42,449	2	
601000	SALARIES & WAGES	24,788,883	0	
601001	PAYROLL OVERTIME EXPENSE	1,357	2	
621000	EMPLOYER'S SHARE OF FICA	4,531	2	
622000	ANNUAL LEAVE EXPENSE	851	2	
623000	SICK LEAVE EXPENSE		2	

Position...

Plan data Edit Goto Extras Settings System Help

**Change Cost Element/Activity Input Planning: Overview screen**

Version: 1 AIMS: Plan Version 1  
 Period: 1 To: 12  
 Cost center: 603 WINDJAMMER FOOD

The Z-103 Profile layout

Cost element		Plan 2004	DK	Actual 2003	Difference	L
301000	RESALE REVENUE	615,956	2	65,580	550,376	
302000	CATERING RESALE REVENUE	5,859,064	2	21,650	5,880,714	
303000	SALES DISCOUNTS	4,502	2	3,602	900	
401000	COST OF GOODS SOLD		2	0	0	
401004	INVENTORY PRICE DIFFERENCES (\$	548	2	438	110	
401005	INVENTORY COUNT DIFFERENCES (\$	42,449	2	33,959	8,490	
601000	SALARIES & WAGES	24,788,883	2	44,532	24,744,350	
601001	PAYROLL OVERTIME EXPENSE	1,357	2	1,086	271	
621000	EMPLOYER'S SHARE OF FICA	4,531	2	3,625	906	
622000	ANNUAL LEAVE EXPENSE	851	2	681	170	
623000	SICK LEAVE EXPENSE		2	0	0	

Position...

The Z-102 Profile Layout

The Z-103 Profile layout